

Office of Residential Life

Commuting Student Agreement

Today's Date _____ This agreement is for (*academic year*) _____

Name _____ Date of Birth _____

ID# _____ Phone _____

Current Local Address _____

Intended Commuting Address (street, city, state, zip) _____

Class standing during period for which you are requesting exemption: **FR** ___ **SO** ___ **JR** ___

*Valparaiso University is residential by design. Living on campus represents an integral component of the mission of the institution by providing living and learning experiences that lead to a student's growth and development, and an enhancement of one's total education at Valparaiso University. Because residential life is such an important aspect of the Valparaiso University experience, **all undergraduate students are required to live in University-operated housing for six (6) semesters.** Exceptions are made for students who will live with a parent or legal guardian at their primary residence and commute from their home.*

*Students who decide mid-year that they wish to commute are not excused automatically from their Housing Agreement. Students who wish to cancel their Housing Agreement must first go through the Housing Exemption Process. **Students released from their Housing Agreement mid-year maybe subject to cancellation fees equal to the full room charges for the remainder of the academic year.***

To the Student:

- I hereby announce my intention to be a commuter student for the academic year indicated above. I will live with my parent or legal guardian at their primary residence, the address written above. This address is within 25 miles of the Valparaiso University campus.
- This address will be the primary residence for both my parent/legal guardian and myself. As a primary residence, the occupants, including myself, will spend an average of no less than five days and nights per week in this home.
- I understand that my approval to commute is contingent upon my residing with my parents or legal guardian at the address listed above. I understand that I am not allowed to live off-campus at a different address of my choosing and that I have no intention to do so.
- I understand that if I violate this agreement by choosing to live away from my parent or legal guardian and at an address other than that listed above, I will be billed for University residence hall housing retroactive to the start of the academic year and may also be held accountable for dishonesty through the University judicial system. I understand that if the University determines that I am in violation of this agreement, the burden of proof rests with me to show that I am not in violation of the agreement.

- I understand that this agreement is in effect for the academic year indicated at the top of the form. I understand I may be required to submit a new form for each academic year that I choose to live with my parent or legal guardian at his/her primary residence, the address of which is stated above.
- I understand that I am required to deliver or mail the original signed form to the Office of Residential Life Office at Valparaiso University.

Signature of Student:

Date:

To the Parent/Legal Guardian:

- I certify that I am the biological or adoptive parent; or legal, court-appointed guardian of the student listed above.
- I certify that this student will reside with me in my permanent home and primary residence, which is listed above. As this is our primary residence, I intend to spend an average of no less than five days and nights per week in this home, and will insure that the student listed above also does so.
- I understand that approval for my student to commute is contingent upon my student residing with me at the address listed above. I understand that my student is not allowed to live off-campus at a different address of their choosing and will ensure that my student does not violate this agreement by obtaining a different off-campus residence.
- I understand that if my student violates this agreement by choosing to live away from their parent or legal guardian at an address other than what is listed above, that they will be billed for University residence hall housing retroactive to the start of the academic year. I understand that if the University determines that my student is in violation of this agreement, the burden of proof rests with my student to show that they are not in violation of the agreement.
- ***To confirm parent/legal guardian address, attach a copy of your Driver's License along with a copy of a current utility bill.***

Signature of Parent/Legal Guardian:

Date:
